

(NON DPA Loans)

- Once you are in the loan that you wish to “Price or Lock”
- Go to the product pricing & lock tab on the left side
 - You will have the option to FLOAT or LOCK
 - You will see on the top right “Search Product & Pricing” and click this
 - It will bring up a screen showing eligibility and pricing criteria, complete ALL required fields
 - Under special products you will always check no
 - MOST IMPORTANTLY under LO Compensation paid by- you will select “Lender or Borrower”
 - Once all required fields have been completed you will then click “Search Product & Pricing” at the bottom right
 - This is where the pricing will come up for your loan based on the information entered
 - You will select details for the rate you wish to either lock at or float and click on the appropriate selection at the bottom right of page